

Executive Meeting Minutes

Date: 18th August 2020 Time: 3pm

Location: Online

Members: President, Alpha Jallow (AJ), Vice-President, Alice Young (AY), Student Communities Officer, Esther Clissett (EC), Diversity Officer, Ellis Muirhead (EM)

In Attendance: Representation and Advocacy Coordinator, Cassie O'Boyle (COB)

Apologies: Guild Director, Sarah Kerton (SK)

Item	Title
1	EC introduced the meeting. Apologies were received from SK.
2	No conflicts of interest were declared.
3	The minutes of the previous meeting were approved.
4	COB updated on the action log and all actions were up to date and on track.
5	<p>COB introduced the Education & Community Society who were hoping to affiliate to the Guild. AJ asked for the history of the group, COB explained the group were wanting to start a course-based society focused on community building for courses related to Education & Community. The group has already met with AY and COB to discuss their plans and submitted their development plan. In the previous year there had been an Education society but this had not continued into the year ahead.</p> <p>Decision/Action: The executive approved the Education & Community Society.</p>
6	There was no society funding to be approved.
7	<p>AY updated that GVO had asked for a partial discount on their invoices but these had not yet been sent. AY raised that due to planning freshers, we would need to organise this as soon as possible.</p> <p>Decision/Action: AY to follow up with SK regarding invoices.</p>
8	<p>AY updated that she had spoken to GVO about freshers. One of the things highlighted in this conversation was what societies received from GVO and the disparity between different groups.</p> <p>GVO had agreed to send a checklist regarding fundraising at Walkabout to support societies to understand their responsibilities in terms of events.</p>

	<p>AY presented the Welcome Week plan of events including collaborations with walkabout and a mix of events throughout the week. COB asked about COVID restrictions including on gathering larger groups of people. AY noted we would need to keep up to date with government guidance in this area.</p> <p>AJ asked if we should align our dates with the Universities dates. AY explained that the dates were from 19th as this would include the last move-in weekend.</p> <p>COB asked if there were any plans for any online events so that students who are not coming back to campus could engage. AY suggested we found a way to combine this so that we could have online and face-to-face activity.</p> <p>COB asked about organising events and who would take responsibility as we would need to ensure risk was managed and the events were properly organised. AY agreed to follow up with SK to discuss this further.</p> <p>Decision/Actions: AY to organise a meeting to discuss freshers with SK.</p> <p>Decision/Actions: AY to meet with Elaine Limond to discuss the freshers plan.</p>
9	<p>COB presented the First 90 Days document which was a resource that societies could use when they were first formed to help them manage their priorities and actions. The Executive agreed this document could be useful to support new societies and to continually engage them and the document was approved and adopted.</p>
10	<p>EC updated on the MOB cookbook that had been circulated to them. COB suggested this was forwarded onto SK as this could be a potential sponsorship opportunity.</p> <p>Decision/Actions: EC to forward the cookbook e-mail on to SK.</p> <p>AY asked if in addition to the reporting from society events, we could develop an info page on discrimination which included examples such as microaggressions.</p> <p>Decision/Actions: COB to develop this information page.</p>

EC asked if we could do some work focused on Extenuating Circumstances after attending the Minds of POC workshop because students are finding the EC procedure difficult and this has in the past included insensitive requests for evidence/proof.

Decision/Actions: EC, AY and COB to meet to discuss an EC campaign.